

Chapter 5

EQUAL EMPLOYMENT OPPORTUNITY AWARDS

1. List of Equal Employment Opportunity Awards available
 - Chief of Engineers Annual Awards for EEO Achievement
 - Corps of Engineers Equal Employment Opportunity Trophy Award
 - Secretary of the Army Annual Award for EEO Achievement
 - Outstanding Army Employee of the Year w/a Disability
 - Outstanding Federal Employees with Disabilities
 - Black Engineer of the Year Awards
 - Human Awareness Award
 - National Women's History Week Essay Contest
 - Federal Women's Program Supervisor of the Year Award
 - Federal Women's Program Woman of the Year Award
 - President's Committee on Employment of People with Disabilities Award

2. The following are nominating procedures for EEO awards

a. The Chief of Engineers Annual Awards for EEO Achievement.

Sponsor

Chief of Engineers

Due Date

1 March

MVD will forward nominations to reach HQUSACE not later than 1 April.

Memento

Certificate of Achievement.

Purpose

To recognize employees whose personal efforts have made unusual contributions to the achievement of significant accomplishments in the Department of the Army and Corps of Engineers EEO Program.

Eligibility

Military and civilian personnel who have achieved outstanding performance that clearly exceeds the normally expected level of performance in one of the areas of EEO are eligible.

Nominating Period

1 July to 30 June

Criteria

Two categories are established; nominees will be judged on two or more factors that are applicable to one of the categories.

Professionals involved in EEO

Provided outstanding leadership in the development and/or implementation of an equal employment opportunity action plan or activity which leads to significant results or improvements in the Army or Federal EEO Program.

Stimulated and maintained a high level of respect and confidence on the part of minority groups or women's organizations in the Army and in the Federal EEO Program.

Accomplished substantially more than their required program responsibility in taking affirmative action to insure equal opportunity for employees and applicants for employment within Army.

Initiated programs which have resulted in significant contributions to either the Federal Women's Program, the Hispanic Employment Program, or the Handicapped Employment Program.

Employees, supervisors and managers who have made a significant contribution to the accomplishment of EEO Program goals

Achieved outstanding success in working in support of economic opportunity or other domestic action programs directed at advancing equal employment opportunity in the Army and the community.

Achieved outstanding success in formulating policy changes or corrections which brought about significant results or improvements in the Army EEO mission.

Initiated and developed programs which have resulted in significant improvement in the employment status of minorities, women and the physically and mentally handicapped.

Nominees should be individuals whose achievements have clearly exceeded the normally expected level of performance, who clearly have been outstanding among all who perform similar duties or accomplished similar achievements and who are deemed to be most worthy of overall note at the field of activity.

Nomination Format

Nominations will be submitted in original and six copies through the Equal Employment Opportunity Office to MVD-EO.

The narrative must be specific in substantiating actions/projects which have significantly impacted the Corps and Army EEO program and must show how the established criteria were met.

Nominations will be typed single-spaced, on one side of 8 1/2 by 11-inch paper as outlined below. Supporting or technical material may also be submitted as a supplement.

First Page

A brief biographical sketch including:

- Date and place of birth
- Education degrees conferred
- Significant employment record
- Type of appointment and grade.

Second Page

A proposed citation for the signature of the Commander, USACE, 50 TO 60 words in two paragraph form, using upper and lower type, as appropriate, highlighting the significance of the nominee's achievements.

Additional Pages

These pages will contain not more than 2,500 words with topical headings as follows

Summary of Achievement. Limit this information to one page. This should be stated in specific terms and include dates of achievement.

Additional details. In nontechnical language, illustrate how the nominee was personally responsible. This should relate to the achievements mentioned above. Be specific as to dates of accomplishment.

Benefits. Cite the specific benefits on improving Government operations or serving the public interest. Describe separately the tangible and intangible benefits.

Personal Qualities. Give examples of personal qualities of the nominee that made the achievement possible.

Other Awards Received. Include a statement describing any other significant awards received.

Published Works. List the nominee's published works in science, technology, or the humanities.

b. The Corps of Engineers Equal Employment Opportunity Trophy Award.

Sponsor

Chief of Engineers - Awarded annually
(Presented at an appropriate Corps Commanders Conference)

Due Date

1 November

MVD will forward nominations to reach HQUSACE
(DAEM-EO) not later than 1 December.

Memento

Trophy and Certificate.

Purpose

To recognize a FOA that has demonstrated outstanding accomplishment in EEO and affirmative action.

Nominating Period

The preceding fiscal year.

Criteria

Met or exceeded a significant number of affirmative action goals within the FOA.

Met or exceeded the USACE complaints resolution rate goal of 85%.

Provided outstanding leadership and implemented initiatives which resulted in eliminating or overcoming

barriers that affect the employment/employability of minorities and women.

Conducted recruitment (internal or external) efforts attracting minorities and women which resulted in helping to eliminate under-representation in the work force.

Career program managers' involvement resulted in improving the representation of women and minorities in their respective career program.

Nomination Format

Nomination must specifically address accomplishments.

c. The Secretary of the Army Annual Award for EEO Achievement.

Sponsor

Secretary of the Army

Due Date

Coordinated with MVD.

Memento

Trophy and Certificate.

Purpose

To recognize military and/or civilian employees who are deemed to have achieved the most outstanding performance in the area of equal employment opportunity.

Eligibility

Military members and/or civilian employees.

Criteria

Same as the criteria for the Chief of Engineers Annual Awards for EEO Achievement. See 2b above.

Nomination Format

COE nominees will be selected from among those receiving the Chief of Engineers Annual Awards for EEO Achievement.

Nominating commanders will be advised of candidates selected.

No action is required by MVD or this District.

d. Outstanding Army Employee of the Year with a Disability.

Sponsor

Department of the Army

(Awarded at an appropriate Pentagon ceremony)

Due Date

1 March

Memento

DA Form 2442 is awarded by the Commander, USACE to the employee nominated as the Corps of Engineers candidate for DA recognition. If otherwise eligible, the selected COE employee should be considered for a performance award.

Purpose

To identify, recognize, and publicize the achievements of outstanding employees with a disability in the Department of Army, thereby helping to open employment opportunities for other individuals with disabilities in the Department of Army.

Criteria

Job performance clearly exceeding requirements in spite of severely limiting physical factors.

This refers to job performance within at least one year preceding the nomination. The existence of official recognition for performance in the form of a Successful Level I Rating, Quality Step Increase or Performance Award during the year preceding the nomination will tend to improve consideration but is not necessary. In those cases where the nominee has not had such official recognition, the nominating official must certify that the nominee's job performance has clearly exceeded performance requirements during the year preceding the nomination. Nominees who have been repeatedly recognized for their performance during their career would qualify for additional credit.

Advancement to higher level positions will be one of the factors taken into consideration.

The term "severely limiting physical factors" refers to the material physical impairments which ordinarily would provide a serious hindrance to securing employment. The impairments must be material rather than slight and relatively permanent in that they usually are not correctable. Examples of such handicaps include the deaf mute, blind, cerebral palsied, epileptics, amputees, arthritics, paralytic and victims of multiple sclerosis, poliomyelitis, rheumatism, and others with congenital defects and deformities.

A display of perseverance, and initiative in overcoming handicap(s) that served as an inspiration to others.

The severity, nature, and uniqueness of the handicap(s), as well as its relationship to the job, plays a big part in the amount of courage, perseverance, and initiative that a person with a disability must have displayed to overcome the handicap(s).

Factors which help determine the courage, initiative, and perseverance of the nominee include

The nature of the handicap(s), how and when incurred.

The nominee's physical rehabilitation.

Vocational training, if any, necessary to enable nominee to return to or enter useful employment.

Difficulties nominee encountered in surmounting his or her handicap(s), (e.g., education, social, economical, physical, employment, rehabilitative, etc.).

Nominee's present employment activities.

Adaptations, if any, that have been made in connection with nominee's employment.

Contributions to the furtherance of the rehabilitation and employment of other handicapped persons with disabilities in the Federal Service.

How nominee has helped (directly or indirectly, such as by example) to further the rehabilitation and employment of other persons with disabilities.

Any work done with organizations seeking to assist those with disabilities.

Participation in community activities not directly related to facilitating employment of persons with disabilities in the Federal Service.

Membership in citizens associations or community organizations, etc.

Nominating Format

Nomination packages will be forwarded through the Equal Employment Opportunity Office to MVD-EO in original and seven copies.

DA Form 1256 and a proposed citation of not more than 100 words.

A narrative justification covering job performance and examples of courage and initiative demonstrated which served as an inspiration to others.

Identification details in the following format

Date of birth

Classification, title and grade

Organizational title, if any

Organizational unit, Div, or Section, Employing Activity, and Agency

City and state where employed.

Total years of Federal Service

Length of service with current employing activity and in present position.

Work experience other than Federal employment.

Educational background.

Description of handicap, if not fully covered in narrative.

Agency recognition (awards, etc.), if not fully covered in narrative.

Community service, if not fully covered in narrative.

Community recognition (professional associations, community organizations, etc.), if not fully covered in narrative.

Other biographical data; e.g., family, hobbies, military service, place of birth, travel, or locations of residence.

Six 8x10 inch black & white glossies of the nominee at work.

A signed release authorizing use of the pictures and information provided for program promotion

Use of the attached nominations and photos by the U.S. Government for publicity and promotion of the Outstanding Employee of the Year with a Disability is hereby authorized.

(Signature) (Date)

e. Outstanding Federal Employees with Disabilities

Nominations will be considered from among those submitted for the Outstanding Army Employee of the Year with a Disability. No further action is required by Districts or MVD.

Sponsor

Office of Personnel Management

(Awarded annually at a ceremony held in Washington, D.C., during the first full week in October, which coincides with National Disability Awareness Month.

Due Date

1 June

Nominations will be considered from among those submitted for the Outstanding Army Employee of the Year with a Disability. No further action is required by this District.

Purpose

To recognize and publicize the contributions and achievements made by physically and mentally disabled Federal employees. The program also serves to heighten awareness on the part of Federal employers of their managerial responsibility to provide employment opportunities to a valuable source of Federal employees.

Eligibility

Federal employees as defined in 5 U.S.C. Section 2105

Criteria

In order to be considered, nominees must:

Demonstrate job performance clearly exceeding requirements in spite of severely limiting physical and/or mental factors.

Exhibit courage and initiative in overcoming handicaps.

Be a Federal employee as defined by 5 U.S.C. Section 2105.

Nomination Format

Requirements are the same as those stated for the Outstanding Army Employee of the Year with a Disability Award. (See f above)

f. Black Engineer of the Year Award.

Sponsor

The Council of Engineering Deans of the Historically Black Colleges and Universities

Due Date

15 October

Memento

The winners will be honored at the Black Engineer of the Year Awards Banquet and will be profiled in the special conference edition of US Black Engineer Magazine.

All entries receive a certificate of recognition ready for framing.

Purpose

To recognize and reward America's successful Black engineers, scientists, and technology leaders for their contributions in government, industry and academia.

Categories

The Black Engineer of the Year is selected from the top nominations submitted in all the following categories

Outstanding Technical Contribution - A person with or without an engineering degree who has designed, developed, managed, or assisted in the development of a product service, system, or intellectual property that is a substantial achievement in his field.

Professional Achievement - A person with or without an engineering degree who has been a working professional for more than five years and has made significant achievements in his field.

Affirmative Action - A person who has successfully demonstrated that his or hers efforts to promote affirmative action has made a difference in his organization's approach to Black advancement in education, job promotion, business development, and community activities.

Community Service - A person who has demonstrated leadership in the Black engineering community through volunteer work, contributions, and other activities that are not included in his or hers job.

Most Promising Engineer - This person must be an engineer with less than five years working experience who demonstrates tremendous potential for future engineering contributions.

Criteria

All nominations are reviewed by a selection committee drawn from all parts of the minority engineering and science community nationwide.

The selection committee is looking for role models, people who can excite both young people and professionals about science and engineering.

The Black Engineer of the Year is selected from the top nominations submitted in all the categories.

Nomination Format

To assure that your candidate's nomination is as competitive as possible, you should obtain a nomination packet from the Civilian Personnel Advisory Center. The packet requires the following:

- Nomination Application
- Cover Letter clearly stating why your candidate merits recognition in the award classification specified. Include personal history information explaining the candidate's background, struggles, and achievements.
- Job Description explaining the candidate's work experience and why it is important. Include information that differentiates your candidate from the norm.
- Curriculum Vitae and Resume. This is necessary because they show the selection committee your candidate's career path.
- Letters of Recommendation. At least one recommendation from an individual familiar with the candidate should be furnished. Recommendations from a high ranking official, a top level manager or officer or company, or a noted authority in the engineering community are suggested.
- Papers and Articles that the nominee has written should be submitted if they support his or her candidacy. Enclose a brief summary highlighting the main points of each article submitted.
- Publicity Clippings of any newspaper, magazine or other clippings about the candidate should be included.

g. National Women's History Week Essay Contest

Sponsor

USACE Memphis District Federal Women's Program Committee

Due Date

5 March

Purpose

To recognize an individual who shows concern or interest in the history of women.

Memento

The winning essay will be read at the annual Women's History Week luncheon.

Federal Women's Program Certificate of Achievement

Eligibility

All District employees

Criteria

The essay subject must address the contest theme chosen for the contest. The essay may be fiction, non-fiction, or humorous.

Maximum length of essay entries is two pages, single or double spaced.

All entries must be typed or neatly written in black ink.

Nomination Format

Each entry must be accompanied by an entry form which includes the employee's division/office, branch, telephone, and title of essay.

Entry forms are available from the Equal Employment Office.

Send entries to Federal Women's Program Manager, U.S. Army Corps of Engineers, 167 N. Main Street (B-202, Memphis, TN 38103-1894

h. Federal Women's Program Supervisor of the Year Award

Sponsor

USACE Memphis District Federal Women's Program Committee

Due Date

6 March

The recipient will not be announced prior to the award presentation scheduled at the District's formal observance of National Women's Month.

Purpose

To recognize a District supervisor or manager who has significantly promoted the employment and advancement of women and has demonstrated support of Federal Women's Program activities.

Memento

Traveling plaque and award certificate. The plaque will be engraved with the recipient's name and left in their possession for one year. The award certificate, with appropriate frame, will be given to the recipient.

Rating Period

1 January through 31 December

Eligibility

Supervisors or managers who have been employed with the District for the entire rating period are eligible.

Criteria

Nominees must meet most, if not all, of the criteria listed below

- Actively participates in the recruiting and hiring of qualified women.
- Places women in jobs which offer them advancement in line with their abilities and ambitions. Upward mobility, career ladder positions.
- Supports the Federal Women's Program by personally serving and/or making personnel available to serve on the FWP Committee. Also encourages subordinate's attendance and participating in FWP sponsored training and activities.
- Promotes education and training of men and women equally; informs and encourages women to apply for training opportunities to enhance their career development and/or promotion potential, including opportunities for cross-training.
- Recognizes the achievements of women by utilizing the Incentive Awards System.
- Keeps subordinates well informed, promotes high morale of staff, and earns respect and admiration of peers and subordinates.
- Recognizes the capabilities of women by delegating responsibilities and authority commensurate with those delegated to men in comparable positions.
- Accepts women as part of the team.
- Practices equality of the sexes thereby serving as a role model for other supervisory personnel.

Nomination Format

Nominations may be made by any permanent employee having direct knowledge of the achievements of the supervisor/manager they are nominating.

Nominations are to be prepared in original only, typewritten on plain bond paper, complete with the following data

- Heading "Nomination for Federal Women's Program Supervisor of the Year Award."
- Name of Nominee.
- Position title and grade of nominee.
- Organization and Location of Nominee.
- Narrative statement to support nomination. (Address criteria shown above)
- Signature (legible), date, organization, and telephone number of nominator.
- DA Form 1256. (Sample DA Form 1256 is shown in Chapter 2, Figure A-3 & 4)

Mail entries in a sealed envelope to MVM, ATTN FWPM.

Evaluation

Nominations will be reviewed by a group comprised of two FWP Committee members, two Incentive Awards Committee members, and one individual from another agency. The group will make final recommendations to the District Commander.

i. Federal Women's Program Woman of the Year Award

Sponsor

Memphis District Corps of Engineers

Due Date

6 March

The recipient will not be announced prior to the award presentation scheduled at the District's formal observance of National Women's Month.

Purpose

To recognize a District supervisor or manager who has significantly promoted the employment and advancement of women and has demonstrated support of Federal Women's Program activities.

Memento

Traveling plaque and award certificate. The plaque will be engraved with the recipient's name and left in their possession for one year. The award certificate, with appropriate frame, will be given to the recipient.

Rating Period

1 January through 31 December

Eligibility

Women who are permanently employed (full- time or part-time) by the Memphis District Corps of Engineers with a minimum of one Federal year service are eligible.

Criteria

Nominees must meet the criteria below

- Actively supports the Federal Women's Program as well as the efforts of the overall Equal Employment Opportunity Program through their attendance of functions.
- Serves as a role model, regardless of grade/series, for women employed in Federal service.
- Achieves results through unusually effective leadership, skill, imagination, innovation, and/or perseverance in the area of equal opportunity for women.
- Demonstrates significant participation in areas outside their main job, such as civic associations, religious activities, professional societies, or other worthy volunteer groups which foster Equal Employment Opportunity.

- Evidence of sustained effort in women's causes.
- Affiliation with federal organizations devoted to efforts to assure equality in employment opportunity for women.

Nomination Format

Nominations may be made by any permanent employee having direct knowledge of the achievements of the individual they are nominating.

Nominations are to be prepared in original only, typewritten on plain bond paper, complete with the following data

- Heading "Nomination for Federal Women's Program Woman of the Year Award."
- Name of Nominee.
- Position title and grade of nominee.
- Organization and Location of Nominee.
- Narrative statement to support nomination. (Address criteria shown above)
- Signature (legible), date, organization, and telephone number of nominator.
- DA Form 1256. (Sample DA Form 1256 is shown in Chapter 2, Figure A-3 & 4)

Mail entries in a sealed envelope to MVM, ATTN FWPM.

Evaluation

Nominations will be reviewed by a group comprised of two FWP Committee members, two Incentive Awards Committee members, and one individual from another agency. The group will make final recommendations to the District Commander.

j. President's Committee on Employment of People with Disabilities Awards

The President's Committee Awards program has seven award categories. Each honors people and employers for their contributions toward public awareness in employing people with disabilities. Outlined below is a brief description of each of these awards. Nomination forms, information on nomination procedures specific requirements for each category, deadlines, etc., can be obtained from the Equal Employment Opportunity Office.

(1) The President's Trophy

This is America's highest honor given to the American who has done the most to enhance the empowerment and employment of individuals with disabilities. This individual should have demonstrated outstanding achievements in the world of work and significant contributions that increase public awareness of Americans with disabilities in the workforce.

Nominations are made from the Governors' Committee. Anyone can submit a recommendation to the state Governor's Committee in the state where the nominee resides.

The plaque for the President's Trophy is donated annually by the students of the International Center for the Disabled in New York City.

(2) Employer of the Year Awards

The purpose of this award is to confer national recognition on employers in the public and private sector for outstanding achievements in enhancing employment opportunities for people with disabilities.

One public and one private employer may be chosen from each of three categories - Small less than 200 employees; Medium more than 200 and less than 1,000 employees; Large more than 1,000 employees.

An employer, either an individual or a firm, may be nominated. Any unit of a nation-wide company may be nominated if it is under separate management, physically apart from other units by specific boundaries and not duplicating work of other units in the same community.

Governor's Committee may submit one nomination for a public and a private sector employer in each category. Individuals must make their nominations to the Governor's Committee in the state in which the nominee resides.

(3) Distinguished Service Award

This award is granted very sparingly in public recognition of extraordinary meritorious service which has substantially advanced nationwide opportunities for empowerment and employment of people with disabilities.

Any member of the President's Committee or any Governor's Committee may submit a nomination.

(4) Public Personnel Employee Award

This award honors an outstanding public agency employee for contributing to the employment of people with disabilities in the agency in which he or she is employed. Any individual in a local state, or federal agency, or a public college or school, is eligible.

Members of the President's Committee, agencies or other interested individuals may submit nominations to the Governor's Committee in the state where the nominee resides or works.

(5) Media Awards.

The award recognizes and honors excellence in media materials concerning the employment of people with disabilities produced and placed in the U.S. media during the year. The various categories include Public Service Announcements (radio, television, print) and public affairs materials (radio or television shows, print programs, articles, series or special features), thus allowing for possibly six awards annually.

Commercial, government and nonprofit producers are eligible to compete.

All entries must be concerned with the employment of people with disabilities who are depicted in an empowered and positive manner. No awards will be given for education or training materials.

Individuals, radio, television, newspapers, and government agencies may enter on their own or through a Governor's Committee.

(6) National Journalism Scholarship Program

This award rewards excellence in journalistic writing and to help young Americans become aware of the skills and abilities that people with disabilities bring to the job market.

The program gives a total of \$10,000 in Scholarships to five national winners (First - \$3,000; Second -